TOWNSHIP OF COLDWATER BRANCH COUNTY, MICHIGAN FINANCIAL STATEMENTS MARCH 31, 2005

Michigan Deptartment of Treasury 496 (2-04)

Auditing Procedures Report

DEPT OF THEASURY
JUL 0 1 2005
LOCAL AUDIT & FINANCE DIV.

issued under	P.A. 2 of 1968, as a	amended.			
Local Govern	nment Type Township	∐Village	Other	Local Government Name TOWNSHIP OF COLDWATER	County BRANCH
Audit Date 3/31/05		Opinion 5/23/ (Date Accountant Report Submitted to State: JUNE 28, 2005	······································

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for*

20 TIBBITS PLAZA	COLDWA	TER .		ZIP 49036
Certified Public Accountant (Firm Name) RUMSEY & WATKINS, P.C. Street Address				
				✓
Reports on individual federal financial assistance programs (pro Single Audit Reports (ASLGU).	gram audits).			✓
The letter of comments and recommendations.				✓
We have enclosed the following:		Enclosed	To Be Forwarde	Not Required
Yes 🕢 No 9. The local unit has not adopted an inves	tment policy as require	ed by P.A. 196 of	1997 (MCL 12	29.95).
Yes No 8. The local unit uses credit cards and (MCL 129.241).	has not adopted an a	applicable policy	as required b	by P.A. 266 of 1999
The local unit has violated the Const Yes No 7. pension benefits (normal costs) in the credits are more than the normal cost r	current year. If the pl	an is more than	100% funded	and the evertimetim
Yes No 6. The local unit has been delinquent in d				
Yes No 5. The local unit holds deposits/investment as amended [MCL 129.91], or P.A. 55	ents which do not cor of 1982, as amended	nply with statuto [MCL 38.1132]).	ry requiremen	its. (P.A. 20 of 194
Yes No 4. The local unit has violated the cond requirements, or an order issued unde	litions of either an on r the Emergency Muni	der issued unde cipal Loan Act.	r the Municip	al Finance Act or i
Yes No 3. There are instances of non-complian amended).	ce with the Uniform	Accounting and	Budgeting Ac	t (P.A. 2 of 1968,
Yes No 2. There are accumulated deficits in one 275 of 1980).	e or more of this unit'	s unreserved fur	d balances/re	etained earnings (P.
Yes Von 1. Certain component units/funds/agenci	ies of the local unit are	excluded from the	e financial st	atements.
You must check the applicable box for each item below.				
We further affirm the following. "Yes" responses have been discomments and recommendations	sclosed in the financial	statements, inclu	iding the note	s, or in the report of
2. We are certified public accountants registered to practice	in Michigan.			
1. We have complied with the Bulletin for the Audits of Local	Units of Government	in Michigan as re	vised.	
Financial Statements for Counties and Local Units of Governments We affirm that:	nent in Michigan by the	Michigan Depar	ment of Treas	sury.
Financial Statements for Counting and Legal Units - 5 Counting	ounting Standards Bo	ard (GASB) and	the <i>Uniform</i>	Reporting Format

We have enclosed the following:	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.			✓
Reports on individual federal financial assistance programs (program audits).			✓
Single Audit Reports (ASLGU).			✓

Certified Public Accountant (Firm Name)		-	
RUMSEY & WATKINS, P.C.			
Street Address 20 TIBBITS PLAZA	City COLDWATER	State MI	ZIP 49036
Accountant Signature & Within P. C.		Date 6/	28/2005

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INDEPENDENT AUDITOR'S REPORT

To the Supervisor and
Members of the Township Board
Township of Coldwater
Branch County, Michigan

May 23, 2005

We have audited the accompanying financial statements of each major fund of the Township of Coldwater as of and for the year ended March 31, 2005, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit, also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

The accompanying financial statements do not present government-wide financial statements to display the financial position and changes in the financial position of its governmental activities. Accounting principles generally accepted in the United States of America require the presentation of government-wide financial statements. The amounts that would be reported in government-wide financial statements for the Township's governmental activities are not reasonably determinable.

In our opinion, because of the effects of the matter discussed in the preceding paragraph, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Township of Coldwater as of March 31, 2005 or the changes in its financial position for the year then ended.

To the Supervisor and
Members of the Township Board
Township of Coldwater
Branch County, Michigan

The budgetary comparison schedules, as identified in the table of contents, are not a required part of the basic financial statements but are supplemental information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquires of management, regarding the methods of measurement and presentation of the required supplemental information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township of Coldwater's basic financial statements. The accompanying other supplemental information, as identified in the table of contents, is presented for the purpose of additional analysis is not a required part of the basic financial statements. The other supplemental information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The accompanying financial statements do not include a management's discussion and anlaysis, which would present an analysis of the financial performance for the year. The Governmental Accounting Standards Board has determined that this analysis is necessary to supplement, although not required to be a part of, the basic financial statements.

As described in Note A, the Township has implemented portions of a new financial reporting model, as required by the provisions of the GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis – for State and Local Governments, and the related statements as of April 1, 2004.

RUMSEY & WATKINS, P.C.

GOVERNMENTAL FUNDS BALANCE SHEET MARCH 31, 2005

A COPTIO		General Fund		Capital Projects Fund	Go	Total overnmental Fund
ASSETS Cosh and each agricultural						
Cash and cash equivalents Investments	\$	447,989	\$	154,671	\$	602,660
		800,000		-		800,000
Taxes receivable		11,317		-		11,317
Special assessment receivable Interest receivable		-		162,648		162,648
		2,007		-		2,007
Due from other governmental units		26,049		-		26,049
Due from other funds	•	38,820		24,535		63,355
Total assets	_\$	1,326,182	\$	341,854	_\$_	1,668,036
LIABILITIES AND FUND BALANCE						
LIABILITIES						
Accounts payable	\$	4,750	\$	_	\$	4,750
Accrued payroll	*	•	Ψ	-	Φ	4.730
		X 947				•
Deferred revenue		8,942 		- 159,715		8,942
Deferred revenue Total liabilities		13,692				8,942 159,715
Total liabilities				159,715 159,715		8,942
Total liabilities FUND BALANCE		13,692				8,942 159,715 173,407
Total liabilities FUND BALANCE Designated		13,692		159,715		8,942 159,715 173,407 900,000
Total liabilities FUND BALANCE		13,692				8,942 159,715 173,407
Total liabilities FUND BALANCE Designated	1	13,692		159,715		8,942 159,715 173,407 900,000

GOVERNMENTAL FUNDS STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE YEAR ENDED MARCH 31, 2005

REVENUES	General Fund	Capital Projects Fund	Total Governmental Fund
Taxes	\$ 88,10	6 \$	P 00.106
Tax administration fee	24,06		- \$ 88,106
Special assessments	17,19		24,063
Licenses and permits	25,330		,
State shared revenue	327,610	-,	
Intergovernmental revenue	26,049		327,616
Charges for services	1,378		- 26,049
Rental income	2,709		1,378
Interest earned	•	_	2,709
Reimbursements	26,085	.,	,
Other	10,779 546		. 10,779 546
Total revenues	549,860	30,408	580,268
EXPENDITURES			
General government	379,088	-	379,088
Public safety Public works	110,607	-	110,607
Public works	168,627	2,345	170,972
Total expenditures	658,322	2,345	660,667
Excess (deficiency) of revenues over expenditures	(108,462)	28,063	(80,399)
FUND BALANCE - BEGINNING	1,420,952	154,076	1,575,028
FUND BALANCE - ENDING	\$ 1,312,490	\$ 182,139	\$ 1,494,629

FIDUCIARY FUND STATEMENT OF FIDUCIARY NET ASSETS MARCH 31, 2005

ASSETS	Agen	cy Funds
Cash	¢	62.200
Due from other funds	\$	62,299
Due from schools		220
Restricted assets:		1,276
Investments		1,200
Total assets	_\$	64,995
LIABILITIES		
Due to other funds	\$	63,575
NET ASSETS		
Private Purpose Trust Fund		1,420
Total liabilities and net assets		64,995

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2005

NOTE A - SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Township of Coldwater conform to generally accepted accounting principles of the United States of America as applicable to governmental units. The following is a summary of the significant accounting policies:

REPORTING ENTITY:

The Township operates under an elected board of five members and provides primarily fire protection and road maintenance and construction to the local residents. The financial statements have been prepared in accordance with criteria established by the Governmental Accounting Standards Board for determining the various governmental organizations to be included in the reporting entity. The criteria includes oversight responsibility, scope of public service and special financing relationships. There were no component units considered, under this criteria, to be included in these financial statements.

FUND FINANCIAL STATEMENTS:

Separate financial statements are provided for governmental funds and fiduciary funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION:

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Township considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures generally are recorded when a liability is incurred, as under accounting. However, claims and judgments are recorded when payment is due.

The Township reports the following governmental funds:

General Fund is the operating fund of the Township. It is used to account for all the Township's financial resources not required to be accounted for in another fund.

<u>Capital Projects Fund</u> is used to account for resources specifically designated for the acquisition and construction of facilities and for major capital repairs and improvements of facilities.

NOTES TO FINANCIAL STATEMENTS – Continued FOR THE YEAR ENDED MARCH 31, 2005

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION: - Continued

Additionally, the Township reports the following fund types:

Agency Funds are used to account for assets held in trust or as an agent for others.

ASSETS, LIABILITIES, AND NET ASSETS

<u>Cash and Investments</u> - Cash and cash equivalents include cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

<u>Capital Assets</u> - The Township implemented portions of the new financial model, as required by the provisions of GASB 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments ("GASB 34"). A portion of GASB No. 34 not implemented by the Township is the government-wide financial statements which display the full accrual financial position and changes in financial position of its government activities. Since the Township did not present government-wide financial statements, the governmental activities capital assets are not reported within the Township's financial statements as of March 31, 2005.

<u>Fund Balance</u> - In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

<u>Accounting Change</u> - In June 1999, the Governmental Accounting Standards Board (GASB) issued Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments. The Township has implemented portions of GASB 34.

However, the Township did not present government-wide financial statements to display the financial position and changes in financial position using full accrual accounting for all the Township's activities. These statements would present the Township's governmental activities. In addition, the Township did not include a management's discussion and analysis, which would present an analysis of the financial performance for the year.

Accounting principles generally accepted in the United States of America require the presentation of government-wide financial statements. The amounts that would be reported in the government-wide financial statements for the Township's governmental activities are not reasonably determinable. The Governmental Accounting Standards Board has determined that the management's discussion and analysis is necessary to supplement, although not required to be part of, the basic financial statements.

NOTES TO FINANCIAL STATEMENTS – Continued FOR THE YEAR ENDED MARCH 31, 2005

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

ASSETS, LIABILITIES, AND NET ASSETS - Continued

Accounting Change - Continued

Because of the effects of the matter discussed in the preceding paragraphs, the Township's financial statements do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Township of Coldwater as of March 31, 2005 or the changes in its financial position for the year ended.

BASIS OF BUDGETING:

The Township adopted their annual budget based on the modified accrual method of accounting. Expenditures were estimated by functional level. The Township did not include a beginning fund balance within the approved budget. Once a budget is approved it can be amended at the functional level. Amendments are presented to the Board at their regular meetings. Each amendment must have Board approval. Such amendments are reflected in the official minutes of the Board, and are not made after fiscal year end as dictated by law. Revisions to the budget were made during the year.

ENCUMBRANCE ACCOUNTING:

Encumbrances are not liabilities and, therefore, are not recorded as expenditures until receipt of material or service. For budgetary purposes, appropriations lapse at fiscal year end and outstanding encumbrances at year end may be reappropriated in the next year. No reservation of fund balance equal to outstanding encumbrances at year end is required.

USE OF ESTIMATES:

The Township uses estimates and assumptions in the preparation of the financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenditures.

NOTES TO FINANCIAL STATEMENTS – Continued FOR THE YEAR ENDED MARCH 31, 2005

NOTE B - DEPOSITS AND INVESMENTS

Michigan Compiled Laws, Section 129.91, authorizes the Township to deposit and invest in accounts of Federally insured banks, credit unions, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States which the principal and interest is fully guaranteed by the United States, including securities issued or guaranteed by the Government National Mortgage Association; United States government of Federal agency obligation repurchase agreements; bankers' acceptance of United States banks; commercial paper rated by two standard rating agencies within the three highest classifications, which mature not more than 270 days after the date of purchase, and which involve no more than 50 percent of any one fund; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Michigan law prohibits security in the form of collateral, surety bonds, or other forms for the deposit of public money. Attorney General's Opinion No. 6168 states that public funds may not be deposited in financial institutions located in states other than Michigan.

The Township has designated financial institutions for the deposit of Township funds and has authorized the investment in certificates of deposit. The accounts maintained are checking, savings and certificates of deposit and are in accordance with statutory authority. The interest rates of the checking and savings accounts are at variable daily rates. The certificates of deposit are currently earning interest rates of 1.05% to 3.35%.

Investments consist of certificate of deposits with an original maturity date of greater than three months. The investments are carried at cost which approximates market value.

At March 31, 2005, the carrying amount of the Township's deposits was \$1,466,159 and the bank balance was \$1,467,251. The differences between the balances are the result of deposits in transit and checks issued by the Township but not yet presented for payment. The risk exposure of the bank balance at March 31, 2005 is as follows:

Insured Uninsured	\$ 400,000 1,067,251
Total	\$ 1,467,251

NOTES TO FINANCIAL STATEMENTS – Continued FOR THE YEAR ENDED MARCH 31, 2005

NOTE C - TAXES RECEIVABLE

The Township is a general law township and levies property taxes on December 1 of each year. They are collected by the Township's treasurer from December 1 to February 28.

Taxes receivable represent real property taxes and administrative fees returned delinquent to the County of Branch. The real property taxes and administrative fees in the amount of \$11,317 will be paid to the Township by the County of Branch in April 2005.

NOTE D - SPECIAL ASSESSMENT RECEIVABLE

A special assessment district has been established for water and sewer improvements. The Capital Projects Fund of the Township is financing the construction and assessing the particular residents their cost of the improvements over a ten year period plus 6% interest on the outstanding balance. In accordance with GASB #6, the special assessment receivable has been recorded in the Capital Projects Fund. The special assessment receivable, at March 31, 2005, can be summarized as follows:

\$ 2,933
23,885
 135,830
\$ 162,648

The current and deferred special assessment receivable will be levied during 2005 and subsequent years and, therefore, is recorded as deferred revenue until levied and realizable.

NOTES TO FINANCIAL STATEMENTS – Continued FOR THE YEAR ENDED MARCH 31, 2005

NOTE E – DUE FROM (TO) OTHER FUNDS

The due from (to) other funds, at March 31, 2005, for the Township are as follows:

General	Fund.
	I WIIU.

Due from Tax Collection Fund	\$ 38,820
Capital Projects Fund:	
Due from Tax Collection Fund	 24,535
Total Governmental Funds	63,355
Cemetery Perpetual Care Fund: Due from Agency Fund	 220

63,575

NOTE F - DESIGNATION OF FUND BALANCE

Total due from (to) other funds

The Township board has designated \$900,000 of their general fund balance for future expenses as follows:

Fire expenses	\$	100,000
Waste and water expenses		300,000
Land purchases		200,000
Water tower		300,000
Total designated fund balance	_\$	900,000

NOTES TO FINANCIAL STATEMENTS – Continued FOR THE YEAR ENDED MARCH 31, 2005

NOTE G - PENSION PLAN

The Township maintains a defined contribution pension plan for all eligible employees. The Township employees must have attained 21 years of age with no minimum service requirements to become fully vested. No employee contributions are required, but can be made voluntarily.

The total covered payroll under the pension plan for 2005 amounted to \$96,551 compared to \$116,925 total 2005 payroll.

The Township is required to make annual contributions to the plan based on percentages at different compensation levels. The required contribution made to the plan for the year ended March 31, 2005 amounted to \$14,483.

NOTE H - COMMITMENTS

The Township has entered into an agreement with the City of Coldwater to provide fire protection at an annual expense that varies from year to year. The agreement will continue through June 30, 2005, unless either party gives a twelve month advance notice to terminate the contract.

NOTE I – RISK MANAGEMENT

The Township of Coldwater is exposed to various risks of loss related to property loss, torts, errors and omissions and employee injuries. The Township has purchased commercial insurance for the coverage of the above discussed events.

NOTE J – COMPLIANCE WITH STATE REGULATIONS

State of Michigan Laws require that local unit not incur expenditures in excess of the amount appropriated.

In the body of the financial statements, the Township's actual expenditures and budgeted expenditures for the budgetary funds have been shown on a functional basis. The approved budgets were adopted on a functional basis. During the year, the Township incurred expenditures within certain functions, which were in excess of the amounts appropriated.

REQUIRED SUPPLEMENTAL INFORMATION BUDGETARY COMPARISON SCHEDULE GENERAL FUND

FOR THE YEAR ENDED MARCH 31, 2005

	Budgeted Amounts						
	o	Original		Final		Actual	
REVENUES		<u> </u>					
Taxes	\$	84,915	\$	84,915	\$	88,106	
Tax administration fee		27,285		27,285		24,063	
Special assessments		22,160		22,160		17,193	
Licenses and permits		21,000		21,000		25,336	
State shared revenue		304,200		304,200		327,616	
Intergovernmental revenue		26,500		26,500		26,049	
Charges for services		2,600		2,600		1,378	
Rental income		2,500		2,500		2,709	
Interest earned		25,000		25,000		26,085	
Reimbursements		500		500		10,779	
Other	-	1,500		1,500		546	
Total revenues		518,160		518,160		549,860	
EXPENDITURES							
General government		333,983		401,983		379,088	
Public safety		112,966		112,966		110,607	
Public works		166,220		178,220		168,627	
Total expenditures		613,169		693,169		658,322	
Excess (deficiency) of revenues							
over expenditures		(95,009)		(175,009)		(108,462)	
FUND BALANCE - BEGINNING		-		-		1,420,952	
FUND BALANCE - ENDING	_\$	(95,009)	\$	(175,009)	\$	1,312,490	

REQUIRED SUPPLEMENTAL INFORMATION BUDGETARY COMPARISON SCHEDULE CAPITAL PROJECTS FUND FOR THE YEAR ENDED MARCH 31, 2005

	Budgeted Amounts					
	Original		Final		Actual	
REVENUES						
Special assessments	\$	-	\$	-	\$	23,885
Licenses and permits		-		-		1,600
Interest earned		-		_		4,923
Total revenues		-		-		30,408
EXPENDITURES						
Public works		-		-		2,345
Excess of revenues						
over expenditures		-		-		28,063
FUND BALANCE - BEGINNING		-		-		154,076
FUND BALANCE - ENDING	\$		_\$	_	\$	182,139

OTHER SUPPLEMENTAL INFORMATION STATEMENT OF EXPENDITURES COMPARED TO BUDGET GENERAL FUND

FOR THE YEAR ENDED MARCH 31, 2005

	Final Budget			Actual	Over (Under) Budget	
GENERAL GOVERNMENT						
Township board	\$	277,552	\$	283,146	\$	5,594
Supervisor		27,541		21,883		(5,658)
Elections		7,100		6,948		(152)
Assessor		16,525		14,492		(2,033)
Clerk		24,225		19,549		(4,676)
Treasurer		35,000		27,493		(7,507)
Cemetery		14,040	-	5,577		(8,463)
Total General Government						
expenditures		401,983		379,088		(22,895)
PUBLIC SAFETY						
Fire protection		96,000		95,285		(715)
Zoning and building		16,966		15,322		(1,644)
Total Public Safety expenditures		112,966		110,607		(2,359)
PUBLIC WORKS		178,220		168,627		(9,593)
Total expenditures		693,169		658,322		(34,847)

OTHER SUPPLEMENTAL INFORMATION COMBINING STATEMENT OF NET ASSETS FIDUCIARY FUNDS FOR THE YEAR ENDED MARCH 31, 2005

ASSETS	Agency		Tax Collection		Private Purpose Trust Fund		Total	
Cash Due from other funds Due from schools Restricted assets:	\$	220	\$	62,079 - 1,276	\$	- 220 -	\$	62,299 220 1,276
Investments		-		•		1,200		1,200
Total assets	\$	220	\$	63,355	\$	1,420	\$	64,995
LIABILITIES Due to other funds	\$	220	\$	63,355	\$	-	\$	63,575
NET ASSETS Private Purpose Trust Fund				<u>-</u>		1,420		1,420
Total liabilities and net assets	\$	220	\$	63,355	\$_	1,420	\$_	64,995